

Garrett Park ARCHIVES ADVISORY COMMITTEE MINUTES

February 14, 2012

Attending: Charlie Snyder, Karen King, Nancy Schwartz, Rebecca Rawls, Kay Hager, Kathryn Mitchell, Nancy Walz

Karen King, our new archival consultant, presented a report of what she's accomplished along with some future goals. She tackled investigating what's contained in the Archives and then recommended how best to organize it. She fine-tuned the numbering system for each type of category, allowing sub-categories to be created as needed. She'll create a policies and procedures manual, including PastPerfect instructions.

Lots of progress has been made to integrate the recently acquired collections into the Archives. Digital photos of Donal McLaughlin's posters were shot by Josh, one of the interns. George Payne's papers are all safely in boxes. Mr. Galloway sent "The Park", the first edition of the early predecessor to the Bugle, which we hope to display in the glass case in the P.O. Lobby. And Vickie Bailey's photos of houses, events, Penn Place exhibits, etc. are forthcoming.

We're fortunate to have so many great volunteers: Rebecca Gale, Abigail Kabaker, Emily Smith, Irina Bukharin, Joshua Wartman and Carol Ballentine. Charlie, Marian, Nancy Schwartz and Rebecca Rawls continue their regular weekly time slots so that the volunteers have someone in charge to direct them. Rebecca Rawls recommended that Charlie create a list of projects/tasks for volunteers to work on and a log or record to communicate who's doing what, where they left off, etc.

To fill the vacant committee positions, the mayor will advertise the two openings. Kathryn Mitchell will then be officially nominated and would expect to have the inside track to appointment.

Nancy Schwartz has been organizing the oral histories and many are in the process of taking place soon, including Ida and Paul Sullivan, the Flanders, Glenda Ingham and Kay Hager. Nancy Walz will continue to figure out which digital voice recorder makes sense to purchase.

Charlie and Nancy Schwartz presented several options for how to rearrange the Archives room to take advantage of every square inch, and make a more productive environment for the interns, volunteers, & committee members who have to squeeze into such a small space. Diagrams have been circulated and by the next meeting, the tables, shelves, computer will have been beautifully rearranged for maximum efficiency and coziness.

After Kay, Marian and Charlie attended the Montgomery County History Conference in January, they came away convinced that there's grant money out there and we should try to apply for it. Local sources like the Maryland Historical Trust might be more suitable than national ones. Kathryn Mitchell would be willing to kickstart the process at our next meeting. If we wanted to participate in the Maryland Heritage Day, we may be able to get funding for such projects as signage or brochures to promote walking tours of Garrett Park.

Charlie will propose our budget request for the next fiscal year to the Council before their March 3 work session.

Nancy S. wrote a notice appealing for oral history interview volunteers in the Town Web site and in the next Bugle, and the mayor sent a listserv notice for residents to donate their historical documents.

NEXT MEETING: Tuesday, March 13, 2012

Minutes submitted by Nancy Walz.

